

**Exhibit 2**  
Iowa Department of Natural Resources  
Wastewater Construction Section  
**Project Initiation Meeting Checklist and Sample Agenda**

**DNR Pre-Meeting Activities**

1. \_\_\_\_\_ Assign project manager and establish a DNR project tracking number once notification of a wastewater project is received from the Owner or their consulting engineer (hereinafter referred to as AE).
2. \_\_\_\_\_ Schedule project initiation conference and meeting location.
3. \_\_\_\_\_ Send Project Initiation Conference Agenda and Scope of Study Checklist to the Owner, AE, DNR Field Office, and other interested parties.
4. \_\_\_\_\_ Transmit DNR's electronic records of plant monitoring data to the AE.

**Meeting Agenda**

5. \_\_\_\_\_ Record project contacts for Owner, AE, DNR, and others, with names, mailing addresses, phone, fax and e-mail addresses.
6. \_\_\_\_\_ Additional related project information should be presented by the DNR: field office inspection reports, compliance schedules, facility compliance report, etc.
7. \_\_\_\_\_ Discuss the proposed design flows and organic loadings as presented by the AE.
8. \_\_\_\_\_ Discuss current and future needs for added capacity.
9. \_\_\_\_\_ Discuss anticipated financing arrangements, including Planning and Design Loan availability and plans for Clean Water State Revolving Fund (CWSRF) construction loan or other financing program applications.
10. \_\_\_\_\_ Provide overview of DNR Design Standards, Chapter 14 Reliability Criteria and New Process Evaluation Procedures, DNR Design Schedules and Project Management Procedures.
11. \_\_\_\_\_ Discuss Siting Considerations
  - Probable Location of Facilities
  - Receiving Stream and Classification
  - Discharge Point Alternatives
  - State Historic Preservation
  - DNR Site Separation Criteria
  - Flood Plain Permits
  - Section 404 Requirements - Wetlands
  - Important Farmlands
  - Geotechnical Investigations and Coordination
  - Land Acquisition – federal requirements

12. \_\_\_\_ Discuss ongoing rule or policy changes which may impact the Waste Load Allocation or any other important design criteria
13. \_\_\_\_ Establish Scope of Study for preparation of a Facility Plan
14. \_\_\_\_ Develop Project Schedule for Milestones
  - Preliminary Project Submittal by the AE with Design Flows and Organic Loadings
  - Preliminary Concurrence with Design Flows and Organic Loadings
  - If needed, issuance of a current Wasteload Allocation (WLA) by the DNR
  - Submit Requests for preliminary Agency Clearances and/or Comments\*
    - US Fish and Wildlife
    - Corps of Engineers
    - State Historical Society of Iowa (transmitted by the Lead Federal Agency only)
    - DNR Floodplain Management
    - DNR Conservation and Recreation Division
    - USDA/NRCS (significant farmland conversion)
  - Public Hearing\*
  - Submittal of a complete Facility Plan, including required Design Schedules
  - Procedures for Applying for a CWSRF Construction Loan
  - Submittal of Application for an NPDES Permit
  - Preliminary Siting Approval for New or Expanded Wastewater Treatment Facilities
  - Submit remaining requests for Agency Clearances and/or Comments\*
  - Completion of Environmental Information Documentation by Loan Recipient\*
  - Issuance of the FNSI\*
  - Approval of the Facility Plan
  - Design Conference
  - 60 Percent Preliminary Plan and Specification Submittal
  - Final Plan and Specification Submittal
  - Start Construction
  - Completion of Construction

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\* May only be required for projects financed through CWSRF or other financing programs

### **DNR Post-Meeting Activity**

15. \_\_\_\_ Prepare Meeting Minutes Summary and distribute to Owner, AE, DNR Field Office, Central Office sewage and project files, and others.